City of Falls Church
Department of Development Services

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GUIDELINES FOR DEVELOPMENT AND SUBMITTAL
TRAFFIC IMPACT ANALYSIS (TIA)

CITY OF FALLS CHURCH, VIRGINIA
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A complete TIA shall be required with first submission of an applicable zoning application (rezoning, special exception, site plan, or other zoning application deemed applicable by the City Director of Planning) for a development or redevelopment project.

A. Process for Development of TIA – The following procedure for development and submittal of a TIA shall be conducted:

1) Preliminary site development data and/or plan shall be submitted to the appropriate City reviewer.
2) A TIA scoping meeting (or appropriate communication) with the reviewer shall be conducted to determine all appropriate parameters and assumptions for development of the TIA.
3) Submittal of the TIA shall occur within a timeframe such that all utilized data within the TIA are less than 12 months old.
4) 40 copies of the full TIA shall be submitted with first submission package of the zoning application. One (1) computer media (including all technical analyses) shall be submitted with the TIA's.

B. Contents of TIA – The following items shall be included within the TIA report:

1) Executive Summary (preferably one-page) briefly describing full report and conclusions.
2) Description of the proposed "site" land use(s) with a general development or site plan, including vicinity map and year of site buildout (full occupancy). Development phasing may require a "phased" TIA (more than one future year condition to be analyzed).
3) Description of the "site", surrounding uses, access points, and study area.
4) Description of the "existing" area roadway network and conditions/operations, including traffic counts, geometrics/configurations, daily and peak hour traffic volumes, as well as computed peak hour Levels Of Service (LOS) for all facilities.
5) Description of "background" (buildout year without site traffic) area roadway network and conditions/operations, including geometrics/configurations, daily and peak hour traffic volumes, as well as computed peak hour Levels Of Service (LOS).

6) Description and trip generation calculations (showing ITE land use codes, trip rates, and calculated directional traffic volumes), and trip distributions of any "other" area developments are to be included, when applicable.

7) Description of "site" development traffic including daily and peak hour trip generation calculations (showing ITE land use codes, trip rates, and calculated directional traffic volumes), and trip distributions.

8) Description of "total" (buildout year with site traffic) area roadway network and conditions/operations, including geometrics/configurations, daily and peak hour traffic volumes, as well as computed Levels Of Service (LOS).

9) Determination of incremental impact of site traffic by comparison of "background" with "total" traffic conditions (LOS's).

10) Determination and description of transportation improvements required to mitigate "total" conditions (LOS's) and return LOS's/delays to "background" levels, including "mitigated" conditions and LOS's.

11) Conclusions describing site impact and improvements required to mitigate site traffic impact

12) Graphics depicting all traffic volumes, geometrics, configurations, distributions, and controls for "existing, grown, other development, background, site, total, and mitigated" conditions. LOS's are to be shown for "existing, background, total, and mitigated" conditions only.

13) Computer media (disk) of all technical LOS analyses.

C. General Technical Criteria (Scoping Parameters) –Specific TIA parameters and assumptions shall be developed as part of the "scoping" process. The following general criteria provide a guideline for the basis of the parameters, but should not be used as a substitute for actual scoping determination by the City reviewer:

1) Weekday AM and PM peak hours are to be analyzed. Additional Saturday or Sunday peak hours may be required with commercial, religious, or special land uses.

2) Study area shall include, at a minimum, adjacent facilities (intersections and/or road links) to the site, including all "site" access points. Actual determination to be determined by the reviewer at scoping.

3) Classified (w/heavy vehicles and pedestrians) intersection peak period turn movement counts to be conducted for a minimum 2.5 hour period in 15-minute increments collected on a "normal" (school in session) Tuesday, Wednesday or Thursday (for weekday counts).

4) Directional (each direction) 24-hour road link counts to be collected (15-minute increments) during any 24-hour period between 12:00am Tuesday and 12:00am Friday (for weekday counts).

5) Acceptable prior counts may be used if less than 12 months old (at time of TIA submittal).

6) Traffic growth rate(s) are to be determined at scoping – typically 2-6 percent per year, depending on location and affected facilities.

7) Any "other" area developments that may add traffic to future traffic levels (in addition to above "grown" traffic volumes) are to be determined by City planning staff at time of scoping.

8) Assumed public improvements that may affect future conditions are to be determined by City staff during scoping.

9) All trip generation calculations are to be based on the latest edition of ITE Trip Generation utilizing average adjacent street trip rates. However, linear regression equations are to be used when provided by *ITE Trip Generation*. In order to maintain "worst case" scenarios, no trip discounts or pass-by trips are to be utilized.

10) All trip distributions are to be based on existing travel patterns, unless influenced by future public improvements or network changes. Site-specific trip distributions, based on empirical data, will be evaluated on a case-by-case basis.

11) All Level Of Service (LOS) analyses are to be based on the latest modules and versions of the Highway Capacity Software (HCS). HCS default factors are to be used -- except for heavy vehicle percentages and peak hour factors, which are to be based on field data (per counts) – by approach. Any existing signal data (phasings, timings, coordination) to be provided by City staff.

12) Minimum acceptable LOS=D to be maintained for all facilities (by movement).

13) Daily traffic counts to be provided for all conditions on all adjacent road links, including site entrances – may utilize 0.10 PM peak hour "K" factor when 24-hour counts not available.

14) Additional specific analyses (queuing, operational, coordinated) may be required as deemed necessary by City staff at scoping.